



CEDAR PARK

Development Services - Building Inspection Division

450 Cypress Creek Rd, Bldg. 2 * Cedar Park, TX 78613 * Phone: (512) 401-5100 * Fax: (512) 258-1471

E-Mail: permits@cedarparktexas.gov

Commercial Permit Submittal Checklist

(New Ground-Up Construction Only)

Applicant Name: _____

*Signature: _____

* By signing this I am acknowledging all required documents are provided in this submittal

Project Information		Required
GENERAL		Provided (applicant must check)
	Owner, Applicant, and Contractor Information	
	Type of Construction, Occupancy classification, Square footage of existing/new proposed, Occupant Load, Fire Sprinkler and/or Alarm	
	Site Development Permit Number Referenced	
PLANS	<div><div>Bookmarks</div><div><div>Sheets and Views</div><div>C001 COVER SHEET</div><div>C030 DEMOLITION PLAN</div><div>C100 SITE PLAN</div></div></div> <div>All plan sheets must be in pdf format, using Arial font with a minimum resolution of 300dpi. All sheets must be facing the correct direction and shall be combined into one plan set. The plan set must include an index of all sheets in the plan set. For plan sets greater than 10 pages in length, each page shall be bookmarked with the title of the sheet name and page number.</div>	
	Cover Sheet	
	Site Plan & Details	
	Photometric Plan	
	Foundation Plans	
	Floor Plans	
	Sections of Walls, Floors and Roof Structures	
	Roof / Floor Truss Load Diagrams	
	Elevations	
	Electrical Plans	
	Plumbing Plans	
	Mechanical Plans	
	In addition to the electronic plans submitted, Fire Prevention will need a complete set of plans on paper (24x36) set to 1/4" or 1/8" scale for the following: Buildings containing more than 1 story or Buildings greater than 10,000 sq ft (<u>exception</u> : shell buildings not greater than 1 story)	
Additional Documents		Required
SUPPORTING DOCUMENTS		Provided
	Proof of TDLR Registration (estimated construction cost of less than \$50,000 may not be registered online)	
	Proof of Energy Code Compliance /ComCheck	
	Specifications Manual	
	Soils Report – signed & dated	
	Structural Calculations – signed & dated	
	Asbestos Survey or Designer's Asbestos Inspector's Certification	
	Industrial Pretreatment Survey (not applicable for shell buildings/mandatory for finish outs)	